

**Peter I. Hechenbleikner**  
120 Summer Street Unit 3, Malden MA 02148

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Town of Wellesley, MA

Consultant to Town Government Study Committee - December 2014 until November 30, 2015

Town of Norwell MA

Interim Town Administrator – January 5, 2015 until June 1, 2015

Town of Westwood MA

Interim Recreation Director – July – December 2013

Interim Economic Development Officer – November 2013 – December 2014

Town Manager – Town of Reading MA – 1986 – 2013 (retired)

First Town Manager under Home Rule Charter; Responsible for general administration of full service local government of 25,000 residents, 250 employees; Major focus on Human Resources Administration including labor negotiations; budgeting, capital planning and financing including securing grants; renovation and construction of all Town (and School) buildings; downtown revitalization and economic development; developing a sustainable community; developing a strong management team.

Township Administrator – Plainsboro NJ – 1979 – 1986

Served as first professional Administrator in the fastest growing community in New Jersey. Responsibilities included General Government Administration; Human Resources Administration including labor negotiations; budget and capital plan development and administration; development of increased government services to address growing demand, Economic Development.

Community Development Director – South Brunswick Township NJ – 1976 – 1979

Responsible for finalizing Master Plan, administration of Land Use regulations, development review, Economic Development, and Environmental Protection.

Town Planner – Pequannock NJ – 1974 – 1976

Responsible for completion of community Master Plan, detailed planning studies, administration of Zoning Enforcement and Flood Plain regulations, and development review.

Consultant – Raymond Parish, Pine and Weiner – Tarrytown New York – 1969 – 1974

City and Regional Planning consultant to local governments in the north east United States. Assignments included Chester PA; Oyster Bay (Long Island) New York; Providence Rhode Island; Dover New Jersey; Stamford CT. Work included general Master Plans, Urban Renewal Plans, and specialized plans involving social services, housing, and school facilities.

**Education**

MS – City and Regional Planning – Pratt Institute, Brooklyn NY - 1974

Certificate in International Studies – University of Manchester, Manchester England - 1971

BS – Political Science – University of Cincinnati - 1970

**Awards and Service**

Massachusetts Open Meeting Law Advisory Commission - Charter member and Chair 2010 – 2013

Massachusetts (Governor's) Local Government Advisory Commission - 2008 - 2013

ICMA Member 1974 – present

Massachusetts Municipal Association - Board of Directors 2008 - 2013

Massachusetts Municipal Management Association - Member – 1986 – 2013; Board of Directors;

Member of Ethics Committee; Member and Chair of Form of Government Committee

Massachusetts Inter-local Insurance Association Board of Directors 1996 - 2005

New Jersey Manager's Association - Member and Vice President –1979-1986

Extensive public speaking including Out of State speaking engagements

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Town of Westwood MA - Interim Recreation Director – July – December 2013

Hired as a contractor to serve as the Interim Director after the previous Director left with little notice. Directives were to keep the Department operating, Manage Westwood Day, Evaluate the operations of the Department and make recommendations, and assist in hiring a new Director.

Major accomplishments include:

- Lead the team that operated the second annual Westwood Day in early October – estimated 5000 attendees, financial surplus, and many innovations in programs and activities;
- With the team, re-evaluated many operations of Westwood Day, and established a template for future Westwood Day to simplify and enhance future events;
- Met with the Recreation Commission Chair weekly, and revitalized the working relationship with Recreation Commission as a partner, including written agendas, advance memo, action items;
- Produced the first ever Capital Improvements Program for the Recreation Department;
- Initiated, oversaw, and completed a \$100,000 capital project to create a family changing room for the municipal pool;
- Evaluated the structure and organization of the Department, and made recommendations to the Town Administrator;
- Developed a 3 year plan to make the Department self-sufficient from general tax support;
- Produced the FY 2015 Budget for the Department, including extensive capital repairs;
- With the Recreation Commission and staff, established goals for the Department and assigned responsibility to staff for meeting specific goals;
- Addressed and resolved a number of neglected personnel issues, including establishing a new position for Administrative support;
- Working with the Business Manager, established a new magazine format for the quarterly recreation magazine, and included other Town Departments in the magazine. Solicited advertising and made the quarterly magazine self-sufficient;
- Assist in hiring new Director, and provided transitional assistance.

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Town of Westwood MA - Interim Economic Development Officer – November 2013 – December 2014

Hired as a contractor to be the Interim Economic Development Officer after 2 failed attempts by the Town to fill the position. Directives were to keep the Department operating, evaluate the operations of the Department and make recommendations, assist with the administration of the Town obligations for the University Station project which is the largest commercial real estate construction project in New England, and assist in hiring a new Director.

Major accomplishments include:

- University Station:
  - Evaluated projected building permit revenue, and based on that developed a model of hiring appropriate and flexible staff to handle permit issuance and inspections of a 2 million s.f. mixed use smart growth development;
  - Negotiated a lease and identified funding for a Town satellite office;
  - Managed the process for payment of professional consultants and invoicing the developer for hundreds of thousands of dollars, including correcting previous billings and collecting additional revenue to the Town;
  - Managed weekly meetings with inspections staff, consultants, and the development team to ensure that permits were issued in a timely manner to keep the project moving at an aggressive pace established by the developer;
  - Managed the bi-weekly project meetings between Town senior staff and the development team;
  - Provided trouble-shooting on the project as required.
- Handled ongoing relationships with a number of small commercial establishments locating or expanding in Westwood.
- Managed the bidding of a surplus historic building owned by the Town. After n bids were received, modified and simplified the RFP, and put the property back out to bid.
- Revitalized the 2 year old Farmers Market, acting as Market Manager, secured a new more visible location, and expanded the number of vendors.
- Established funding, generated proposals, and contracted Marketing/public information program to establish branding and a portfolio of electronic and print products for the Community and Economic Development Department;
- Conducted an extensive review of operations of the Economic Development and Land Use functions of the Town. Made recommendations to the Town Administrator and the Board of Selectmen for the creation of a Department of Community and Economic Development. The recommendation was approved by the Board of Selectmen, and implementation has been initiated.
- Developed the Community and Economic Development Department budget for FY 2016
- Assisted the Town Administrator in the hiring of the Town's first ever Community and Economic Development Director, and worked with her on the transition.

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Interim Town Administrator, Town of Norwell MA – January 5, 2015 – June 1- 2015. Hired as the Interim Town Administrator after the resignation of Town Administrator Jim Boudreau to take the position of Town Manager in Lynnfield MA. Major activities included:

- The FY 2016 budget was developed by the outgoing Town Administrator. Adjustments to the budget were made to advance the goals of the community, including increasing funding for the library to be certified, and beginning the creation of a town-wide facilities department;
- Began regular Department Head meetings and with the HR Director started professional development for senior staff;
- With the Board of Selectmen, developed the warrant for the Annual Town Meeting and a Special Town Meeting;
- Prepared material and presented background on all articles for the Town Meeting to the Advisory Committee, and presented articles to the Annual Town Meeting;
- Addressed a variety of personnel issues including hiring, a major disciplinary issue that had been held over from the previous Town Administrator, grievance, arbitration, and personnel evaluations;
- During the worst snow accumulation in history (and the worst in New England this year), worked with the elected Highway Supervisor to coordinate and address citizen complaints about snow plowing; coordinated deployment of National Guard and NJ and MD DOT assistance; coordinated insurance claims in the aftermath of the winter; coordinated several declarations of emergency;
- Developed a template for the Town to use in developing a long term capital improvement program;
- Assisted the Town with the selection of the executive recruiter and with coordinating the Board's questions for their final interview;
- Developed and presented to the Board of Selectmen observations of Norwell's business practices, and recommendations as to improvements that the community might want to consider.

At the conclusion of Town Meeting, I was extended the honor of being awarded the Town's "Second Fish Right" in a ceremonial process that has been in place since 1790.

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Town of Wellesley, MA - Consultant to Town Government Study Committee - December 2014 until June 30, 2015 (extended to November 30, 2015)

- Developed technical memoranda on a variety of issues including HR, Libraries, executive functions Land Use;
- Reviewed and commented on the proposed Special Act to create a Selectmen/Town Manager form of government;
- Developed and reviewed several bylaws to implement the proposed Special Act;
- Presented material to the Town Government Study Committee, Board of Selectmen, “all boards” meeting, and land use groups.

The proposals include:

- Establishment of the position of Town Manager
- Major duties/responsibilities of the Town Manager include appointment of all Department Heads (with concurrence of boards) and staff; approval of all financial warrants; development and presentation to the Advisory Committee and Town Meeting of the budget, long term financial plan, and capital improvement program; authority to re-organize departments, in some cases with Selectmen or Town Meeting approval.
- Creation of a Land Use Division to bring together all of the land use functions to improve coordination and enable the use of technology for permits coordination and community communication.

Town Meeting began deliberation on November 2, 2015 and should finish its work on these proposals by November 18.